

Barton, Marilyn

From: Marilyn Lane Barton <clifton.treasurer@cox.net>
Sent: Monday, July 04, 2016 11:47 PM
To: William Hollaway; Deborah Dillard; Jennifer Heilmann; WAYNE; mcdonald.regan@gmail.com; Darrell Poe
Cc: cliftonclerkva@gmail.com; Amanda Christman; Barton, Marilyn
Subject: RE: Treasurer's Report for the period ended June 30, 2016
Attachments: 2016 06 30 Preliminary Financial Reports -pre audit.xlsx

Importance: High

Hello everyone,

Attached are the preliminary **Financial Reports for the period ended June 30, 2016**. The Financial Reports include a Summary of Cash Balances, the Profit & Loss Summary by Fund, and the Profit & Loss Detail Export Report. I have included notes on the Profit & Loss Summary report which highlight items of interest for June. This is a preliminary report because it is issued prior to necessary accrual entries for income and expenses not yet received and prior to the audited financial statements which will be presented following the independent audit of the fiscal year July 1, 2015 – June 30, 2016.

Given the thorough research of local CPAs firms conducted just last fall, I recommend that Andrew Cannaday's newly merged firm, White, Withers, Masincup & Cannaday, P.C., be considered to conduct the Town's FY16 audit. A letter of engagement will be requested for consideration at the next meeting, if not tomorrow's meeting. I am hopeful that the FY16 audit can be scheduled in September. *(Please note that the FY15 Audited Financial Statements are anticipated in the near future. This was a delayed process due to the lengthy outreach to other firms that was conducted last fall at the Town Council's request.)*

The BPOL Status Report is reflected in Note 2 on the P&L Summary by Fund Report. An additional \$6,866.96 was received in the month of June, bringing the total amount received to \$47,571.18 which exceeds the FY16 Budget forecast and represents 97% compliance.

After your review, if you have any questions or concerns, please let me know. If there are additional supplemental schedules that you would like to see, just let me know.

IMPORTANT: *Please let me know if you DO NOT wish to receive a paper copy of these documents provided to you at the meeting. Thanks so much!*

Sincerely,

Marilyn

Marilyn Barton
Treasurer

Town of Clifton
P.O. Box 309
Clifton, VA 20124-0309

Cell: 703-678-8607

07/04/16

**Town of Clifton
Cash Balance Report**

As of June 30, 2016

June 30, 2016

ASSETS

Current Assets

Checking/Savings

John Marshall Bank CD 180224	100,885.02
John Marshall Bank CD 180216	151,327.55
C.D. - Cardinal Bank 1	360,357.89
Cardinal - Events Acct	100.00
Checking-Cardinal	27,011.18
Investments-LGIP	919.26
Money Market Savings-Cardinal	400,648.30
Security Deposit - Cardinal	4,418.40
Total Checking/Savings	<u>1,045,667.60</u>

Town of Clifton
Profit & Loss Budget Performance
June 2016

	Jun 16	Budget	Jul '15 - Jun 16	YTD Budget	Annual Budget
Income					
Car Show Income	0.00		500.00	500.00	500.00
1 Fire Program Pass through	1,000.00	1,000.00	10,000.00	9,000.00	9,000.00
Clifton Public Parking Rental	0.00		450.00		
Committees Fundraising	90.00	20,316.67	2,734.25	51,800.00	51,800.00
Community Hall Revenues	416.67	791.67	4,645.00	9,500.00	9,500.00
General Donations	0.00	4.17	6.00	50.00	50.00
Haunted Trail Event	0.00		57,807.69	15,000.00	15,000.00
Interest Income	1,236.94	1,000.00	14,239.31	12,000.00	12,000.00
Other Income	1.60		1.60	0.00	0.00
Pink House Rental	3,400.00	2,500.00	34,600.00	30,000.00	30,000.00
Sign Sales Income	0.00		0.00	0.00	0.00
2 Tax and Permits Revenue	10,303.74	3,808.33	99,735.39	96,700.00	96,700.00
Total Income	16,448.95	29,420.84	224,719.24	224,550.00	224,550.00
Gross Profit	16,448.95	29,420.84	224,719.24	224,550.00	224,550.00
Expense					
Bank Service Charges	0.00		30.00		
1 Fire Program Pass through	1,000.00	1,000.00	10,000.00	9,000.00	9,000.00
Commodities	0.00	416.66	1,710.31	5,100.00	5,100.00
3 Contractual	16,951.99	9,893.80	58,877.76	152,125.00	152,125.00
Haunted Trail Expenses	0.00		13,597.15	11,000.00	11,000.00
OTHER - TC approval req'd +\$500	0.00	625.00	0.00	7,500.00	7,500.00
Payroll Expenses	2,658.34	5,213.66	50,247.28	62,564.00	62,564.00
Town Assoc of NoVA Event	0.00		0.00	0.00	0.00
Total Expense	20,610.33	17,149.12	134,462.50	247,289.00	247,289.00
Net Income	(4,161.38)	12,271.72	90,256.74	(22,739.00)	(22,739.00)
CIF FUNDS:					
CIF Income					
CIF - Capital Improvements Fund	0.00	60,458.33	26,928.75	737,500.00	737,500.00
CIF Expenses					
CIF Expenses	0.00	666.67	27,293.50	1,091,500.00	1,091,500.00
Net Income - CIF Funds	0.00	59,791.66	(364.75)	(354,000.00)	(354,000.00)
4 Consolidated Net Income	(4,161.38)	72,063.38	89,891.99	(376,739.00)	(376,739.00)

NOTES:

- Received the final FY16 payment for Fire Program Funds and passed these funds to Fairfax Fire Department in June.

Town of Clifton
Profit & Loss Budget Performance
June 2016

<u>Jun 16</u>	<u>Budget</u>	<u>Jul '15 - Jun 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
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- 2 *Taxes & Permits: The shortfall compared to the budget reflects the delayed payment of Sales Tax which lags by 2 months - May & June remain outstanding. BPOL Applications were mailed to all known businesses for completion and payment by March 1, 2016. As of June 30th, \$47,571.18 has been received for BPOLs. Of the received amount, \$2,348.06 were FY15 filings, leaving \$45,223.12 collected thus far for FY16, representing 78% of businesses and 97% of the BPOL Revenue forecast of \$45,827.50. Based upon 2015 filings, an additional \$3,037 is anticipated from 6 of the remaining businesses.*
- 3 *June contractual expenses reflect \$587.87 for the Community Hall, \$3,837.77 for the FY15 Audit in progress & \$9,275 for the Town Attorney.*
- 4 *This report is pending a number of anticipated accrual entries that will be posted and accrued to FY16 as they are received.*

Town of Clifton
Profit & Loss Budget Performance
June 2016

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2									Jun 16		Budget		Jul '15 - Jun 16		YTD Budget		Annual Budget
3								Income									
4								Car Show Income	0.00				500.00		500.00		500.00
5								CIF - Capital Improvements Fund									
6								Clifton Creek Park - Trails	0.00				0.00		0.00		0.00
7								Grants									
8								Federal									
9								SAFET-LU Grant									
10								Clifton Entrance Triangle	0.00				0.00		0.00		0.00
11								Total SAFET-LU Grant	0.00				0.00		0.00		0.00
12								Transportation Project-Trails	0.00				0.00		0.00		0.00
13								Total Federal	0.00				0.00		0.00		0.00
14								Other									
15								CBA Grant	0.00		833.33		0.00		10,000.00		10,000.00
16								Total Other	0.00		833.33		0.00		10,000.00		10,000.00
17								State									
18								Fire Program Funds	1,000.00				10,000.00		9,000.00		9,000.00
19								Total State	1,000.00				10,000.00		9,000.00		9,000.00
20								VDOT- MAP21 Streetscape Phase 2	0.00		12,125.00		0.00		145,500.00		145,500.00
21								VDOT EN - Main St Improvements	0.00		48,500.00		26,928.75		582,000.00		582,000.00
22								Total Grants	1,000.00		61,458.33		36,928.75		746,500.00		746,500.00
23								CIF - Capital Improvements Fund - Other	0.00				0.00		0.00		0.00
24								Total CIF - Capital Improvements Fund	1,000.00		61,458.33		36,928.75		746,500.00		746,500.00
25								Clifton Public Parking Rental	0.00				450.00				
26								Committees Fundraising									
27								Beautification Committee									
28								Homes Tour	0.00				0.00		4,000.00		4,000.00
29								Total Beautification Committee	0.00				0.00		4,000.00		4,000.00
30								Clifton Business Coalition									
31								Celebrate Clifton Gala	0.00				0.00		15,000.00		15,000.00
32								Total Clifton Business Coalition	0.00				0.00		15,000.00		15,000.00
33								Clifton Life Committee									
34								Wine Festival	0.00		20,000.00		0.00		20,000.00		20,000.00
35								Yard Sale	0.00				0.00		0.00		0.00
36								Total Clifton Life Committee	0.00		20,000.00		0.00		20,000.00		20,000.00
37								Council of the Arts									
38								Annual Summer Play Event	0.00		250.00		1,715.25		3,000.00		3,000.00
39								Art Show & Sale	0.00				0.00		0.00		0.00
40								Calendar Sales	0.00				0.00		0.00		0.00
41								Community Arts Programs-CGT inc	90.00		50.00		894.00		600.00		600.00
42								Dinner Theatre Event	0.00		0.00		0.00		9,000.00		9,000.00
43								Youth Instr of Visual Arts & Ed	0.00				0.00		0.00		0.00
44								Total Council of the Arts	90.00		300.00		2,609.25		12,600.00		12,600.00

Town of Clifton
Profit & Loss Budget Performance
June 2016

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2									Jun 16		Budget		Jul '15 - Jun 16		YTD Budget		Annual Budget
45								Historic Preservation Comm	0.00				0.00		0.00		0.00
46								Parks Committee									
47								Park Rental	0.00		16.67		125.00		200.00		200.00
48								Total Parks Committee	0.00		16.67		125.00		200.00		200.00
49								Total Committees Fundraising	90.00		20,316.67		2,734.25		51,800.00		51,800.00
50								Community Hall Revenues									
51								Community Hall Rentals	416.67		791.67		4,645.00		9,500.00		9,500.00
52								Total Community Hall Revenues	416.67		791.67		4,645.00		9,500.00		9,500.00
53								General Donations	0.00		4.17		6.00		50.00		50.00
54								Haunted Trail Event	0.00				57,807.69		15,000.00		15,000.00
55								Interest Income									
56								Clifton IDA - Bond Issue Income	0.00				0.00		0.00		0.00
57								Interest Income - Other	1,236.94		1,000.00		14,239.31		12,000.00		12,000.00
58								Total Interest Income	1,236.94		1,000.00		14,239.31		12,000.00		12,000.00
59								Other Income	1.60				1.60		0.00		0.00
60								Pink House Rental	3,400.00		2,500.00		34,600.00		30,000.00		30,000.00
61								Sign Sales Income	0.00				0.00		0.00		0.00
62								Tax and Permits Revenue									
63								ARB Permits	0.00		16.67		90.00		200.00		200.00
64								BPOL tax	6,866.96		0.00		47,571.18		46,000.00		46,000.00
65								Cigarette Tax	184.53		183.33		2,259.77		2,200.00		2,200.00
66								Communications Sales Tax -Va	465.89		458.33		6,499.32		5,500.00		5,500.00
67								Franchise Fees - Cox & Verizon	0.00		208.33		3,451.45		2,500.00		2,500.00
68								Motor Vehicle Tags	0.00				7,390.50		5,000.00		5,000.00
69								Railroad Tax	0.00		150.00		1,822.63		1,800.00		1,800.00
70								Sales Tax	2,711.36		2,666.67		28,286.82		32,000.00		32,000.00
71								Use Permits	75.00		41.67		1,250.00		500.00		500.00
72								Utility Consumption Tax	0.00		83.33		1,113.72		1,000.00		1,000.00
73								Total Tax and Permits Revenue	10,303.74		3,808.33		99,735.39		96,700.00		96,700.00
74								Total Income	16,448.95		89,879.17		251,647.99		962,050.00		962,050.00
75								Gross Profit	16,448.95		89,879.17		251,647.99		962,050.00		962,050.00
76								Expense									
77								Bank Service Charges	0.00				30.00				
78								CIF Expenses									
79								Engineering /Design - Sidewalks	0.00				0.00		3,000.00		3,000.00
80								Benches	0.00				0.00		0.00		0.00
81								Caboose Renovation	0.00				0.00		15,000.00		15,000.00
82								CIF-Town Parks Committee									
83								CIF-Playground Impr.	0.00				0.00		11,000.00		11,000.00
84								Total CIF-Town Parks Committee	0.00				0.00		11,000.00		11,000.00
85								CIF - Land Purchase	0.00				0.00		200,000.00		200,000.00
86								Clifton Creek Park - Trails	0.00		1,666.67		0.00		20,000.00		20,000.00

Town of Clifton
Profit & Loss Budget Performance
June 2016

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2									Jun 16	Budget	Jul '15 - Jun 16		YTD Budget		Annual Budget		
87								Clifton Entrance Triangle	0.00		25,193.50		0.00		0.00		
88								Fire Program	1,000.00		10,000.00		9,000.00		9,000.00		
89								Pink House Upgrade & Maint	0.00		0.00		0.00		0.00		
90								RR Box Car Storage Container	0.00		0.00		0.00		0.00		
91								RR Siding Parking Facility	0.00		2,100.00		65,000.00		65,000.00		
92								Signage	0.00		0.00		0.00		0.00		
93								Special Projects Committee									
94								Dev of Streetscape Phase 1	0.00		0.00		0.00		0.00		
95								Dev. of Streetscape Phase 2	0.00		0.00		0.00		0.00		
96								TOC Flood Plain Park	0.00		0.00		0.00		0.00		
97								VDOT EN- Main St Improvements	0.00		0.00		727,500.00		727,500.00		
98								Total Special Projects Committee	0.00		0.00		727,500.00		727,500.00		
99								Storage Facility	0.00		0.00		50,000.00		50,000.00		
100								Total CIF Expenses	1,000.00	1,666.67	37,293.50		1,100,500.00		1,100,500.00		
101								Commodities									
102								Calendars/Posters Expense	0.00		15.90						
103								Computer Supplies	0.00	75.00	707.89		900.00		900.00		
104								Copies	0.00	8.33	65.00		100.00		100.00		
105								Internet Service	0.00		0.00		0.00		0.00		
106								License Plates	0.00		90.00		100.00		100.00		
107								Miscellaneous	0.00	208.33	0.00		2,500.00		2,500.00		
108								Miscellaneous - Commodities	0.00	20.83	0.00		250.00		250.00		
109								Office Supplies	0.00	62.50	352.52		750.00		750.00		
110								Postage and Delivery	0.00	41.67	479.00		500.00		500.00		
111								Total Commodities	0.00	416.66	1,710.31		5,100.00		5,100.00		
112								Contractual									
113								Caboose Expenses									
114								Caboose Electric	0.00		0.00		0.00		0.00		
115								Caboose Equipment	0.00	41.67	301.14		500.00		500.00		
116								Caboose Maintenance	0.00	125.00	82.14		1,500.00		1,500.00		
117								Total Caboose Expenses	0.00	166.67	383.28		2,000.00		2,000.00		
118								Clifton Web Site Development	0.00		0.00		0.00		0.00		
119								Community Hall Expenses									
120								C.H.-Cleaning	150.00	166.67	1,200.00		2,000.00		2,000.00		
121								C.H.-Equipment & Supplies	0.00	41.67	0.00		500.00		500.00		
122								C.H.-General Maintenance	0.00	166.67	0.00		2,000.00		2,000.00		
123								C.H.-Management Fee	104.17	197.92	1,129.60		2,375.00		2,375.00		
124								C.H. - Electric	333.70	1,000.00	4,720.60		12,000.00		12,000.00		
125								CH-Equip Replacement & Hall Ref	0.00		0.00		0.00		0.00		
126								CH Internet Services	0.00		0.00		0.00		0.00		
127								Internet for AC & Heating	0.00		0.00		0.00		0.00		
128								Total Community Hall Expenses	587.87	1,572.93	7,050.20		18,875.00		18,875.00		
129								Dues and Subscriptions									
130								Conference Attendance	0.00		0.00		500.00		500.00		
131								Va. Municipal League	0.00		544.00		450.00		450.00		
132								Dues and Subscriptions - Other	0.00		55.00		100.00		100.00		

Town of Clifton
Profit & Loss Budget Performance
June 2016

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2									Jun 16		Budget		Jul '15 - Jun 16		YTD Budget		Annual Budget
133								Total Dues and Subscriptions	0.00				599.00		1,050.00		1,050.00
134								Insurance	0.00				6,504.00		6,600.00		6,600.00
135								Legal Advertising	0.00		166.67		514.00		2,000.00		2,000.00
136								Mayoral Reimbursement	0.00		41.67		0.00		500.00		500.00
137								Miscellaneous	0.00		208.33		0.00		2,500.00		2,500.00
138								Printing and Reproduction	0.00				232.47				
139								Professional Fees									
140								Accounting	3,837.77				3,837.77		7,500.00		7,500.00
141								Legal Fees	9,275.00		1,666.67		9,275.00		20,000.00		20,000.00
142								Total Professional Fees	13,112.77		1,666.67		13,112.77		27,500.00		27,500.00
143								Rent									
144								Ayre Square Rental	0.00				591.97		1,300.00		1,300.00
145								Railroad Siding Rental	0.00		133.33		1,559.98		1,600.00		1,600.00
146								Total Rent	0.00		133.33		2,151.95		2,900.00		2,900.00
147								Town Assoc of Northern Va Event	0.00		50.00		0.00		600.00		600.00
148								Town Facilities									
149								Ayre Square Maintenance	0.00		41.67		0.00		500.00		500.00
150								Clifton Creek Park & Trail Main	0.00				0.00		0.00		0.00
151								Office Equipment Expense	0.00				0.00		0.00		0.00
152								Pink House Expenses									
153								Pink House Utilities	0.00				112.40				
154								Pink House Maintenance	0.00		1,250.00		9,823.24		15,000.00		15,000.00
155								Pink House Repairs	0.00		416.67		6,212.00		5,000.00		5,000.00
156								Total Pink House Expenses	0.00		1,666.67		16,147.64		20,000.00		20,000.00
157								R.R. Siding/Caboose Maint.	0.00				695.17				
158								Town Handyman - 1099 vendor	0.00		333.33		0.00		4,000.00		4,000.00
159								Total Town Facilities	0.00		2,041.67		16,842.81		24,500.00		24,500.00
160								Town Government									
161								Architectural Review Board	0.00		16.67		0.00		200.00		200.00
162								Beautification Comm.									
163								Banner Replacement	0.00		0.00		0.00		2,600.00		2,600.00
164								Christmas Tree Lighting Event	0.00				687.60		500.00		500.00
165								Flower Receptacles	685.99				927.54		800.00		800.00
166								Railroad Siding Boxes-plantings	0.00				0.00		1,000.00		1,000.00
167								Total Beautification Comm.	685.99		0.00		1,615.14		4,900.00		4,900.00
168								Planning Commission									
169								Consulting-Capital/Town & Zng	0.00		416.67		0.00		5,000.00		5,000.00
170								General Admin Costs	0.00		41.67		0.00		500.00		500.00
171								General Consulting	0.00		458.33		0.00		5,500.00		5,500.00
172								PC Hearings, Ads and copies	0.00		83.33		624.00		1,000.00		1,000.00
173								Total Planning Commission	0.00		1,000.00		624.00		12,000.00		12,000.00
174								Town Committees Expense									
175								Clifton Business Coalition Exp									
176								Celebrate Clifton Gala	0.00				0.00		1,000.00		1,000.00

Town of Clifton
Profit & Loss Budget Performance
June 2016

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2									Jun 16		Budget		Jul '15 - Jun 16		YTD Budget		Annual Budget
177								Welcome Ctr- Walking Tour Pampl	0.00		41.67		0.00		500.00		500.00
178								Winter Holidays	0.00				0.00		250.00		250.00
179								Total Clifton Business Coalition Exp	0.00		41.67		0.00		1,750.00		1,750.00
180								Clifton Life Committee									
181								Citizens' Recognition Expense	0.00		20.83		0.00		250.00		250.00
182								Wine Festival Expenses	0.00				0.00		0.00		0.00
183								Total Clifton Life Committee	0.00		20.83		0.00		250.00		250.00
184								Communication Committee									
185								Web Server Maint & Domain Subsc	142.40				142.40		200.00		200.00
186								Web site updating & config	0.00				0.00		500.00		500.00
187								Total Communication Committee	142.40				142.40		700.00		700.00
188								Council for the Arts Committee									
189								Art Show & Sale Expenses	0.00				0.00		0.00		0.00
190								Calendar Expense	0.00				0.00		0.00		0.00
191								Community Arts Events-CGT exp	0.00		100.00		0.00		1,200.00		1,200.00
192								Dinner Theatre Event Expenses	0.00		0.00		0.00		8,000.00		8,000.00
193								Annual Summer Play Event	0.00				0.00		2,000.00		2,000.00
194								Youth Instr of Visual Arts & Ed	0.00				0.00		0.00		0.00
195								Council for the Arts Committee - Ot	0.00				0.00		0.00		0.00
196								Total Council for the Arts Committee	0.00		100.00		0.00		11,200.00		11,200.00
197								Environmental Comm									
198								Native Plant Enhancement	0.00				0.00		150.00		150.00
199								Earth Day Exp- Bluebird Houses	0.00				0.00		100.00		100.00
200								Environmental Event-Raptor Show	0.00				250.00		250.00		250.00
201								Environmental Comm - Other	0.00				0.00		0.00		0.00
202								Total Environmental Comm	0.00				250.00		500.00		500.00
203								Historic Preservation Comm Exp									
204								Historic Town Documents exp	0.00				0.00		250.00		250.00
205								Civil War Walking Tour Pamphlet	0.00		41.67		0.00		500.00		500.00
206								Historic Events	0.00		83.33		0.00		1,000.00		1,000.00
207								HPC Membership & Educ Exp	0.00				25.00		0.00		0.00
208								Post Cards Expense	0.00				0.00		0.00		0.00
209								Town Museum	0.00		16.67		0.00		200.00		200.00
210								Total Historic Preservation Comm Exp	0.00		141.67		25.00		1,950.00		1,950.00
211								Homes Tour Committee	0.00				0.00		2,000.00		2,000.00
212								Sunshine Committe									
213								Easter Egg Hunt Expense	0.00		0.00		0.00		250.00		250.00
214								Welcome Baskets & Sympathy	0.00		41.67		0.00		500.00		500.00
215								Sunshine Committee - Other	0.00				0.00		0.00		0.00
216								Total Sunshine Committe	0.00		41.67		0.00		750.00		750.00
217								Town Parks Committee Exp									
218								Fall Zone Mulching	0.00		208.33		0.00		2,500.00		2,500.00
219								Grounds Maintenance	0.00		354.17		0.00		4,250.00		4,250.00
220								Parks Mgt Fee	0.00		4.17		18.75		50.00		50.00

Town of Clifton
Profit & Loss Budget Performance
June 2016

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2									Jun 16		Budget		Jul '15 - Jun 16		YTD Budget		Annual Budget
221								Playground Equip. Maintenance	0.00		41.67		51.25		500.00		500.00
222								Tree Trimming & Replacement	0.00		416.67		630.00		5,000.00		5,000.00
223								Total Town Parks Committee Exp	0.00		1,025.01		700.00		12,300.00		12,300.00
224								Traffic, Parking & Safety Comm	0.00		41.67		0.00		500.00		500.00
225								Total Town Committees Expense	142.40		1,412.52		1,117.40		31,900.00		31,900.00
226								Total Town Government	828.39		2,429.19		3,356.54		49,000.00		49,000.00
227								Town Services									
228								Elections	1,269.36		0.00		1,269.36		600.00		600.00
229								Grass Mowing	1,000.00		611.11		4,150.00		5,500.00		5,500.00
230								Town Park Lawn Maintenance	0.00		555.56		700.00		5,000.00		5,000.00
231								Trash Collection	100.41		150.00		1,199.08		1,800.00		1,800.00
232								Utilities									
233								Gas and Electric	53.19		100.00		812.30		1,200.00		1,200.00
234								Total Utilities	53.19		100.00		812.30		1,200.00		1,200.00
235								Total Town Services	2,422.96		1,416.67		8,130.74		14,100.00		14,100.00
236								Total Contractual	16,951.99		9,893.80		58,877.76		152,125.00		152,125.00
237								Haunted Trail Expenses	0.00				13,597.15		11,000.00		11,000.00
238								OTHER - TC approval req'd +\$500	0.00		625.00		0.00		7,500.00		7,500.00
239								Payroll Expenses									
240								Gross Wages									
241								Town Clerk (Administrative)	758.34		508.33		8,108.00		6,100.00		6,100.00
242								Town Manager	0.00		2,000.00		19,000.00		24,000.00		24,000.00
243								Town Treasurer	1,500.00		1,500.00		18,000.00		18,000.00		18,000.00
244								Zoning Clerk	400.00				1,200.00				
245								Employee Incentives	0.00		833.33		0.00		10,000.00		10,000.00
246								Total Gross Wages	2,658.34		4,841.66		46,308.00		58,100.00		58,100.00
247								Payroll Taxes									
248								FICA	0.00				3,192.24		0.00		0.00
249								Medicare	0.00				747.04		0.00		0.00
250								Payroll Taxes - Other	0.00		372.00		0.00		4,464.00		4,464.00
251								Total Payroll Taxes	0.00		372.00		3,939.28		4,464.00		4,464.00
252								Total Payroll Expenses	2,658.34		5,213.66		50,247.28		62,564.00		62,564.00
253								Town Assoc of NoVA Event	0.00				0.00		0.00		0.00
254								Total Expense	20,610.33		17,815.79		161,756.00		1,338,789.00		1,338,789.00
255								Net Income	(4,161.38)		72,063.38		89,891.99		(376,739.00)		(376,739.00)

Barton, Marilyn

From: Barton, Marilyn
Sent: Tuesday, July 05, 2016 2:37 PM
To: 'Marilyn Lane Barton'; William Hollaway; Deborah Dillard; Jennifer Heilmann; WAYNE; mcdonald.regan@gmail.com; Darrell Poe
Cc: cliftonclerkva@gmail.com; Amanda Christman
Subject: Update: NCC Agreement for Collections re Delinquent Veh Reg accounts - RE: Treasurer's Report for the period ended June 30, 2016
Attachments: FairfaxCountyProcurementSite - full contract.pdf; NCC -Fairfax Co -Veh Reg Collections - ContractRiderLanguage.pdf; NCC Letter of Agreement - TOC.docx; RE: Town of Clifton - NCC Agreement
Importance: High

Hello all,

As part of the Treasurer's Report for tonight, I am attaching the materials for your review related to entering an agreement with NCC re collection of delinquent vehicle registration accounts. Attached are:

- Fairfax County site for review of full RFP and Agreement with NCC – for reference
- NCC – Fairfax Co – Contract rider language (provided previously)
- NCC Letter of Agreement – *proposed for the Town of Clifton – I will have this prepared on Town letterhead for tonight.*
- Correspondence with Mary Arthur of NCC – responding to my inquiry of the process, and the impact of this agreement on our citizens.

Consideration and direction need to be given to determine what the Town wants to set as delinquency fees and whether the Town wants to invoke a DMV hold charge, administrative fee and interest. Once set by the Town Council, any fees for late payment will be added to the account by Fairfax County prior to placement with NCC for collection.

Please review her response attached – it clarifies the process nicely.

Sincerely,

Marilyn

Marilyn Lane Barton
Finance Manager
Community Residences, Inc.
14160 Newbrook Drive, 1st Floor
Chantilly, Virginia 20151
Direct: 703-842-2333 | Fax: 703-842-2341
Email: mbarton@comres.org
Website: <http://www.communityresidences.org>
Dignity | Self-esteem | Quality-of-life



From: Marilyn Lane Barton [mailto:clifton.treasurer@cox.net]
Sent: Monday, July 04, 2016 11:47 PM

Barton, Marilyn

From: Mary Arthur <Mary.Arthur@nccva.com>
Sent: Tuesday, July 05, 2016 11:22 AM
To: Barton, Marilyn
Cc: 'clifton.treasurer@cox.net'
Subject: RE: Town of Clifton - NCC Agreement

I am more than happy to help. In the scenario you address below, if the town sets a delinquency fee, Fairfax will add this to the account prior to placement (they have a 10% fee per vehicle for their late penalty). When the accounts are sent to us, they are broken down to reflect the amounts that are due (tax, late payment penalty, DMV hold charge, administrative fee (if any) VR fee and interest). If you will be adding a late charge, I am sure Fairfax will reflect this in their system in place of the per property late charge so it will be placed with us the same way.

We group the collection accounts under each registered taxpayer. The taxpayer below would owe the \$84.00 + late fee (\$10.00 for an example) = \$94.00 + \$18.80 (our 20% fee that's added on) = \$112.80. You receive the \$94.00, we keep the \$18.80.

The 20% (our fee) is added on at the time of placement. The accounts are sent through a bankruptcy/deceased scrub to determine if the taxpayer is deceased or filed bankruptcy. We then send a notice to the taxpayer advising the account has been placed for collection action. As soon as the notice is sent we begin trying to contact the taxpayer by phone to determine the reason for the delinquency. If they advise they sold, scrapped, wrecked the vehicle, our agents know what documentation to request so the information can be forwarded for review. If there is a hardship scenario, we will work with the taxpayer to resolve in payments, if necessary. If assets are located and you are allowing liens to be filed, we will recommend a lien, Fairfax County actually reviews and approves. If you are placing DMV holds, once we receive the funds, we will contact Fairfax to release the DMV hold.

Mary T. Arthur
VP of Operations
Phone: (703)813-1451
Fax: (703)941-5560
Mary.Arthur@nccva.com
NCC | Account Receivable Management
<http://www.nccarm.com/>



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From: Barton, Marilyn [mailto:mbarton@comres.org]

Sent: Tuesday, July 05, 2016 10:54 AM

To: Mary Arthur

Cc: 'clifton.treasurer@cox.net'

Subject: Town of Clifton - NCC Agreement

Importance: High

Hello Mary,

I just tried to reply to your encrypted message without success. Thank you for sending the information this morning! Very helpful.

I will present it to the Town Council tonight at our meeting. It will be helpful if you can give me an example of what the process is. What is the experience of the citizen? What would the cost be for the following example:

Example: A family with 2 vehicles @ \$33 each and one motorcycle @ \$18. I understand that the Town would still receive the \$84, plus whatever the Town sets as the delinquent fee to the Town – (*please confirm*). Then what would be the fees charged and collected in this example by NCC as your fees?

Question: The Town Council has considered implementing a delinquency fee per household rather than per vehicle. Would this work within your system?

Thank you for your help in responding to these potential questions – that I anticipate in the meeting tonight.

Look forward to hearing from you!

Sincerely,

Marilyn

Marilyn Lane Barton
Finance Manager
Community Residences, Inc.
14160 Newbrook Drive, 1st Floor
Chantilly, Virginia 20151
Direct: 703-842-2333 | Fax: 703-842-2341
Email: mbarton@comres.org
Website: <http://www.communityresidences.org>
Dignity | Self-esteem | Quality-of-life



From: mary.arthur@nccva.com [mailto:mary.arthur@nccva.com]

Sent: Tuesday, July 05, 2016 7:57 AM

To: Barton, Marilyn <mbarton@comres.org>

Subject: You have a new encrypted message from mary.arthur@nccva.com



You have a new encrypted message from mary.arthur@nccva.com

You have received an email message from mary.arthur@nccva.com that has been encrypted for privacy and security by the Barracuda Email Encryption Service.

To view the email message, [click here](#) to log into the Barracuda Message Center. You'll be prompted to either create a password or enter the one you may already have. You can also paste the following URL into your browser to access the Barracuda Message Center:

<https://encrypt.barracudanetworks.com/login?nid=U2FsdGVkX18D1tGyTPxOrb5wqPBcV%2FRP1047c0e68Z.Z47pdLEzaqLUnhw%2F7%2FDZdxYQm165f2grOUEJZHvv%2FjEvomxZPB0JkosDoBED1peDq%2Bz88dmhJHGZQHmHO6p1yE7UfW7WpjdnDMfSn5WUUMFJ8rDcJtYCs6z4heipOhz09%2BUQ6aAvuS4H0T07NVIuFVb%2BAZyUm9r8Z2%2BGA98b8oAlvRdnbNyHkVTiQGdaI70eZSJjAJ%2FMuX5Ufg6piz4Jkl>

The secure message will expire in 30 days. [Need Help?](#)

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Date Tue, 5 Jul 2016 11:56:46 +0000
From mary.arthur@nccva.com
To Marilyn Lane Barton <clifton.treasurer@cox.net>
Cc "mbarton@comres.org" <mbarton@comres.org>
Subject RE: FW: NCC Rider/Town of Clifton

[Show All Headers](#)

Attachments
[image001.png \(22KB\)](#)
[FairfaxCountyProcurementSite.pdf \(91KB\)](#)
[image004.jpg \(3KB\)](#)
[image006.png \(16KB\)](#)
[SampleRiderRequest.docx \(13KB\)](#)
[image005.png \(16KB\)](#)
[image002.png \(16KB\)](#)
[ContractRiderLanguage.pdf \(74KB\)](#)

Hello Marilyn,

Please find attached:

1. A scan of the Fairfax County contract website that contains the full collection contract and amendments. I did not attach the full contract, but you can download a copy from the contract register online.
2. The page of the contract that pertains to other jurisdictions riding the contract.
3. A sample rider request for your use. All we need is the rider request completed with the name of the jurisdiction and the signature and title of the individual authorized to sign. Please return two copies to us, we will indicate our agreement and return one signed original back to you.

Section 58.1-3958 of the Code of Virginia authorizes the use of collection agencies for collection of delinquencies. The section allows the add on fee of 20% which is our fee. Therefore, there is no cost to the entity for our services. Since Fairfax County will be handling your billing, they already have a system of secure transfer file transfer in place for delinquencies. Our staff is fully trained in tax collections and all administrative remedies allowed for collection by the tax code are overseen and approved by Fairfax County employees before we utilize them.

I will be in the office all day. I do have meetings scheduled onsite. I am happy to answer any questions, if you send me some times you are available so I can coordinate my schedule.



[homepage](#) > [business](#) > [doing business with us](#) > [contract register](#) > [contract list](#) > [contract details](#)

Contract Details

Contract Information

Contract Name/Description: Collection Service Delinquent Accounts
Contract Number: 4400001683
Expiration Date: 10/31/2016
of Extensions: 2
Buyer Code: G1J
Buyer Name: Gray, Carmen

Contract Documents

RFP
Addendum
Notice of Award
Amendment
Accept. Agree.
Amendment 2
Amendment 3
Amendment 4
Amendment 5

Contractor Information

Contractor Name: NATIONWIDE CREDIT CORP
Contractor Contact: Mary Arthur 703-813-1451
Contractor Fax: 7038131414

Contact Fairfax County: Phone, Email or Twitter | **Main Address:** 12000 Government Center Parkway, Fairfax, VA 22035

Technical Questions: Web Administrator

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SPECIAL PROVISIONS**38. ORDER OF PRECEDENCE:**

- 38.1. In the event of conflict, the Acceptance Agreement (provided at contract award) and the Special Provisions of this contract shall take precedence over the General Conditions and Instructions to Bidders, (Appendix A).

39. SUBCONTRACTING:

- 39.1. If one or more subcontractors are required, the contractor is encouraged to utilize small, minority-owned, and women-owned business enterprises. For assistance in finding subcontractors, contact the Virginia Department of Business Assistance <http://www.dba.state.va.us>; the Virginia Department of Minority Business Enterprise <http://www.dmb.e.state.va.us/>; local chambers of commerce and other business organizations.
- 39.2. As part of the contract award, the prime contractor agrees to provide the names and addresses of each subcontractor, that subcontractor's status as defined by Fairfax County, as a small, minority-owned and/or woman-owned business, and the type and dollar value of the subcontracted goods/services provided. Reference Appendix B to this solicitation.

40. USE OF CONTRACT BY OTHER PUBLIC BODIES:

- 40.1. Reference Paragraph 75, General Conditions and Instructions to Bidders, Cooperative Purchasing. Offerors are advised that the resultant contract(s) may be extended, with the authorization of the Offeror, to other public bodies, or public agencies or institutions of the United States to permit their use of the contract at the same prices and/or discounts and terms of the resulting contract. If any other public body decides to use the final contract, the Contractor(s) must deal directly with that public body concerning the placement of orders, issuance of purchase orders, contractual disputes, invoicing and payment. The County of Fairfax acts only as the "Contracting Agent" for these public bodies. Failure to extend a contract to any public body will have no effect on consideration of your offer. (See Appendix B for sample listing).
- 40.2. It is the Contractors responsibility to notify the public body(s) of the availability of the contract(s).
- 40.3. Other public bodies desiring to use this contract will need to make their own legal determinations as to whether the use of this contract is consistent with their laws, regulations, and other policies.
- 40.4. Each public body has the option of executing a separate contract with the Contractor(s). Public bodies may add terms and conditions required by statute, ordinances, and regulations, to the extent that they do not conflict with the contracts terms and conditions. If, when preparing such a contract, the general terms and conditions of a public body are unacceptable to the Contractor, the Contractor may withdraw its extension of the award to that public body.
- 40.5. Fairfax County **shall not** be held liable for any costs or damages incurred by another public body as a result of any award extended to that public body by the Contractor.

41. NEWS RELEASE BY VENDORS:

- 41.1. As a matter of policy, the County does not endorse the products or services of a contractor. News releases concerning any resultant contract from this solicitation will not be made by a contractor without the prior written approval of the County. All proposed news releases will be routed to the Purchasing Agent for review and approval.